



INSTRUCTIONS: The Records Management Officer of the Records Management and Control Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Records Management and Control, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Georgia Department of Labor Employment Services 501 Pulliam Street, S.W. Atlanta, Georgia 30312	Application Number	85-89
Application Number		Date Received	Date Completed
		OCT 21 1985	DEC 17 1985
2. Person to Contact Ms. Joyce H. Eunice		Working Title State Employment Section Supervisor	Telephone Number 656-6330
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1983 Latest Present	5. Records Series Title (followed by title used in office, if different) Job Training Partnership Act - All Titles - Participant Enrollment Files (Agency-wide Common Schedule)		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Employment Services is responsible for the operation of offices throughout the state who provide services such as training, placement, counseling, special assistance to veterans, youth, older workers and physically handicapped individuals. ES in its capacity as a service provider and recordkeeper of a Statewide MIS System for JTPA activities is charged with the responsibility of housing applications, enrollments and supporting documentations for eligibility determination and verification for all JTPA Titles. Information collected on JTPA Terminatees who are no longer receiving employment, training or services except post-termination services (90 days after last receipt of employment or training funded under a given Title) must be monitored and housed by ES. Central Records Section, a unit of Employment Services, maintains all JTPA Titles Reports and Files. The information compiled by CRS acts as an official collective data source for JTPA Training Analyzation. The reports and Information maintained in participants files are recordkeeping requirements.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Participant enrollment files of JTPA Program Included are: JTPA Enrollee Status Form JTPA-101 Application Form JTPA-102 Draft Compliance Verification JTPA-103 Participant Enrollment/Termination Form JTPA-114 Letter to Employer Verifying Employment JTPA-117 Verification of Previous JTPA Participation JTPA-119 Applicant's Certification As A Family Of One Participant SS No. and Name Change Form W-4 Form Employee's Withholding Allowance Certificate File is arranged: by SDA (Service Delivery Area); thereunder annually by state program (fiscal) year; thereunder by applicant social security number			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>Daily</u> ; Seven to twelve months old <u>Daily</u> ; Thirteen to twenty-four months old <u>10 times Per</u> twenty-five months and older <u>10 times per month?</u> <u>Month</u>			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>35</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

(Over)

X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Privacy Act of 1974
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Annual Report to Governor
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Copy kept in Central Record Unit
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	4 years.	d. Audit period	years.
b. Statute of limitation	years.	e. Administrative need	1 years.
c. Federal Law	years.	f. Federal retention instructions	3 years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

e. Administrative need - one additional year, need based on previous similar programs
 f. Federal retention instructions - 3 years 20 CFR 629.35(e)(f) Fed. Mgt. Cir. A-102
 a. Employers are required to retain payroll deduction and withholding records 4 years.
 Ga. L. 1978, p. 309, par. 2 (Ga. Code Ann. 48-7-111)

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☒ Other State program year then.
 (state fiscal year)

- ☒ Hold in the current files area 12 month(s) year(s); then
☐ Transfer to local holding area; hold year(s); then
☒ Transfer to State Records Center; hold 3 year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify)

NOTE: Destroy records only after completion and release of all State and Federal audit requirements, litigation and/or claims.

These instructions apply to all prior and future accumulations of the series.

Division Director/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	10/11/85	<i>[Signature]</i>	10-16-85
Assistant Commissioner (Administration) (Signature)	Date	Chief, Records Management & Control (Signature)	Date
<i>[Signature]</i>	10-17-85	<i>[Signature]</i>	10-16-85
State Auditor/Designee	State Records Committee (Signature)	Date	
<i>[Signature]</i>	<i>[Signature]</i>	12/14/85	
Secretary of State/Designee	<i>[Signature]</i>	12/10/85	
Attorney General/Designee	<i>[Signature]</i>	12/13/85	

(Reverse Side)